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karamann.com

## **JOB DESCRIPTION: INTERN**

### **Office Location: LA**

KARA MANN is looking for a talented Intern who specializes in High-end Hospitality and Residential interior design to work in our LA-based office. Candidate will be working on high-end properties with high-profile clients.

#### **Responsibilities:**

- Obtaining pricing information and quotes for products.
- Preparing client presentations.
- Entering specification information in Studio Webware and Design Spec.
- Altering AutoCAD drawings.
- Scanning Images
- Making trips to vendor showrooms for sourcing, sample returns, and library maintenance.
- Scheduling vendor presentation/meeting with vendors.
- Organizing/maintaining materials library.

#### **Requirements:**

- Proficient in Microsoft Office,
- Familiarity with AutoCAD, InDesign, Photo Shop.
- Ability to work independently and as part of a team
- Ability to work in a fast-paced environment.
- Ability to multitask and prioritize.

#### **Benefits:**

- Exposure to both luxury residential and commercial projects
- Working directly with and learning from the industry's leading designers
- Learning about and working hands on different phases of multiple projects
- Ability to make various industry contacts.